CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:				
Classification Specification: VAN DRIVER				
Salary Range:	NR 15			
Position Description:	Van Driver			
Incumbent:				
Location: Parks - Senior Activity Center				

GENERAL PURPOSE:

Under the direction of the Senior Activity Center Facility Manager or an assigned supervisor, operate a passenger bus or van to transport senior citizens to and from the Senior Activity Center and other designated locations.

Work is characterized by routine tasks involved in operating a passenger bus or a City passenger van safely to transport senior citizens to and from the Senior Center; assisting passengers in getting on and off the bus or van as needed; operating a handicap lift; and maintaining the bus or van in a safe and operating condition; working with supervisor in scheduling van or bus.

Work is performed under continuing supervision. Supervisor indicates what is to be done, limitations, quality and quantity of work expected, deadlines, and priority of assignments. Supervisor provides additional, specific instructions for new, difficult or unusual assignments. Incumbent carries out recurring assignments independently, but refers deviations from procedures to supervisor for help or decision. Work is reviewed for technical accuracy and compliance with instructions or established procedure.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Operate a passenger bus or van to safely transport senior citizens to and from the Senior Activity Center.

Operate passenger buses or vans with handicap lifts, in a safe manner.

Transport senior citizens on scheduled outings and field trips; act as the trip escort, taking senior citizens to events, meals, etc. and handling money, tickets and other field trip related duties and responsibilities.

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Operate passenger buses and/or vans safely and observe legal and defensive driving techniques.

Assist passengers as needed in getting on and off the bus or van; provide information and assistance as requested.

Wash the vehicles and assure proper operation of safety equipment; gas vehicle daily; perform vehicle inspections before each trip; and report malfunctions according to established procedures.

Maintain routine records related to vehicle operations and servicing.

Become familiar with, follow, and actively support the City's vision, mission, and behavior statements.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Operation of a passenger bus and van
- Traffic signs, signals and applicable driving safety precautions and procedures
- Geographic locations and streets within the City of Kent
- Applicable City policies, procedures, structure
- Applicable local, state and federal laws, codes, regulations and ordinances as it directly relates to the work performed
- Health and safety regulations

SKILLED IN:

- Demonstrating effective interpersonal relations using tact, patience and courtesy
- Communicating effectively both orally and in writing
- Operating a passenger bus or van safely and efficiently
- Legal and defensive driving practices

ABILITY TO:

- Provide transportation for senior citizens
- Assist passengers getting on and off the bus and van
- Operate a handicap lift
- Maintain routine records related to van operation and servicing
- Assure proper operation of safety equipment and report malfunctions
- Understand and follow oral and written directions
- Meet schedules and time lines
- Read a map and locate destinations

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• Exhibit a courteous, positive and friendly manner with passengers

• Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE REQUIRED:

Education: High school diploma, or equivalent; and

Experience: Sufficient training and experience demonstrating knowledge and abilities

listed in this specification.

Or: In place of the above combination, the incumbent may possess any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties

and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid Washington State driver's license with CDL Endorsement

- Must successfully pass the City's pre-employment driver's records check
- Must successfully complete the City's Defensive Driving Course and maintain an excellent driving record
- Current First Aid/CPR Certification

MACHINES, TOOLS AND EQUIPMENT USED:

Employee is required to operate and maintain a City vehicle.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl. The employee is required to sit for an extended period of time while driving. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and ability to adjust focus.

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WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to traffic hazards in driving from site-to-site and subject to assisting passengers on and off the vehicle. The incumbent may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate to loud.

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SIGNA	TURES:			
Incumbent's Signature		Date	Supervisor's Signature	Date
Approva	al:			
Department Director/Designee		Date	Employee Services Director/De	signee Date
**Note:		•	ed annually at the time of the employee acant; or, if the duties of this position	•

Revised: 10/22/03; 10/31/2007